

# **CENTRE CARE CHECK LIST**

In accordance with Woughton  
Community Council Hire Terms  
and Conditions.

**LEAVE THE CENTRE AT THE  
DESIGNATED TIME.**

**LEAVE THE CENTRE CLEAN  
AND TIDY.**

**CLEAN TABLES/CHAIRS.**

**SWEEP FLOOR.**

**LEAVE KITCHEN SINKS/SIDES  
CLEAN.**

**FLUSH AND CHECK TOILETS.**

**TURN LIGHT OUT.**

**SECURE DOORS/WINDOWS.**

**TAKE ALL RUBBISH WITH  
YOU.**

**Thank you for your  
consideration**



## Conditions of Hire for Directly Managed Meeting Places

### 7 CLEAR WORKING DAYS ARE REQUIRED FOR A CANCELLATION OR AMENDMENT

### 7 CLEAR DAYS ARE REQUIRED FOR A BOOKING

1. A returnable deposit of £100 must be made at the time of the booking
2. Hirers must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required. Cleaning and tidying up must be carried out **DURING THE HIRE PERIOD**. Users will be liable **to lose** a deposit for non-compliance of this clause and any other relevant clause. The hirer is liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. **REFUND OF ANY DEPOSIT IS AT THE DISCRETION OF WCC**
3. Please note the key holder will wait for 15 minutes only from the start time of your booking unless notified otherwise by the hirer.
4. The hirer will indemnify WCC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer's use of the premises. It shall also be the responsibility of the hirer to effect adequate Public Liability Insurance to cover risks arising out of the use of the premises by the group/organisation and its or the hirer's invitees and

visitors. These can be purchased through WCC (see overleaf). N.B The key holder will unlock the building at the commencement of hire and the building will remain unlocked until the end of the hire period. The hirer should ensure that someone is present within the building throughout this period.

5. The hirer shall not sublet or transfer this booking to any other person or organisation.
6. No betting, gaming or lotteries shall take place on the premises except that allowed by law and the hirer shall obtain any licence or certificate required, prior to booking the premises for such use.
7. Where a sound limiter is in place at a venue this will be indicated by 'red sockets'. If music is being played during the booking, any sound equipment **MUST** be plugged into these sockets. Failure to do so may breach sound limitations and a fine will be imposed
8. The hirers shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to maximum capacity, music, singing and dancing and the sale and supply of liquor. All liquor Licences must be displayed at all times during the event and a copy of the Licence must be forwarded to Leisure Facilities **BEFORE** the date of the booking. Failure to do so will result in the event being cancelled.
9. Fire exits must not be obstructed in any manner at all. The hirer must ensure that all the users present are

aware of the fire procedures, which are displayed in the building.

10. Hirers must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc. Please Note - **ALL WINDOWS AND DOORS MUST REMAIN CLOSED** whilst music/singing is taking place.

11. Young people (18 and under) must be supervised by responsible adults at all times during the course of their booking. Supervisors must be provided by the hirer and be aged 21 and over with a minimum ratio of 1 adult to 10 young people. Please note that children are not permitted to enter the kitchen area without a supervising adult.

12. With the exception of guide dogs, no animals will be allowed on the premises.

13. Smoking is against The Law and is not permitted at any Meeting Place, this regulation has been extended to include the enclosed outside areas. Failure to comply will put future bookings in jeopardy.

14. For events covered by the Indoor Entertainment's Licence, the numbers must not exceed those stipulated by MKC.

15. All music **MUST STOP** at 11.00pm in order to comply with the Indoor Entertainment's Licence.

16. All equipment hired can only be used within the facility and must not be removed.

**17. IN CASES OF BLOCK BOOKINGS**, the user must not leave their own belongings or equipment on the premises at any time. Any belongings left in the premises without prior agreement from WCC will be treated as abandoned and will be disposed of by WCC. Users must not use unallocated storage space.

18. Approval for the use of Council premises by political parties shall be determined by the nature of the occasion. Public meetings such as rallies will not be permitted.

19. The premises shall be used for community purposes only and shall not be used as the hirer's postal address.

20. The walls/windows/ceilings etc. must not be marked/damaged, this includes pinning and/or stapling. ANY marks found will be chargeable.

21. No advertising or publicity material will be displayed inside or outside the building without the prior approval of WCC.

22. WCC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.

23. WCC reserves the right to close the premises at any time for emergency or periodic maintenance and also when the premises are required for public elections or similar events.

24. Applications are only accepted from persons over 18 years.

**25. ALL RUBBISH** must be removed from the site by the User.

**26. ALL** chairs and tables must be put back as they were found

**27. WCC reserves the right to cancel the hiring if the hirer breaks any of the above conditions**